



**CITY OF HUNTINGTON BEACH  
COMMUNITY SERVICES DEPARTMENT  
COMMUNITY SERVICES COMMISSION**

**COMMISSIONER REQUEST FOR AGENDA ITEMS PROCEDURE**

**Agenda Item J:**

The process for Commissioners' request to place an item on the Community Services Commission agenda for consideration shall be:

- a. Item should be of general interest and not a project already in process by staff.
- b. The request shall be communicated in writing or email to the Director of Community Services or his/her designee and Community Services Commission Chair with supplemental reports and/or information prepared by the Commissioner (not staff).
- c. The request shall be submitted at least three (3) weeks in advance of the Community Services Commission meeting at which it is to be considered.
- d. Item shall be added to the appropriate meeting agenda under **COMMISSION BUSINESS**.
- e. At the meeting, the Commissioner making such request shall make a presentation of the item.
- f. The Community Services Commission, upon motion and by majority vote, may accept or deny the item, or may continue the item for further consideration at a subsequent meeting and direct staff accordingly.
- g. If submitted item does not receive a majority vote of the Community Services Commission, consideration of the item (and any staff time) shall be deemed denied.
- h. If an approved item requires more than four (4) hours of staff time, a memo from the Commission is prepared and submitted to the City Manager and/or the City Council for approval and direction. The City Manager and/or City Council will also determine prioritization on moving forward with the item based upon staff resources.